

New Hampshire Board of Nursing

INITIAL LICENSURE FOR FOREIGN EDUCATED NURSES

Frequently Asked Questions

The NH Board of Nursing presents the following information on this site as a public service to our applicants and other potential licensees relevant to licensure in New Hampshire only. No representation is made about the licensure processes in other jurisdictions. While the information on this site is about NH licensing processes, it is only a guideline and not all inclusive to all matters.

1. I am foreign educated and a licensed nurse in a foreign country, how do I apply?

License by Exam is the application process used to pursue a nursing license in New Hampshire if you have completed a foreign nursing program but have *not yet taken or successfully passed the National Council Licensure Exam (NCLEX)*. All Boards of Nursing within states and territories of the United States require candidates to pass this exam to be licensed. As of 2015, 10 provincial/territorial RN regulators in Canada have also chosen the NCLEX and the National Council of State Boards of Nursing (NCSBN) as the provider of the Canadian entry-to-practice exam.

2. Is a social security number required?

Yes, a SSN is required to apply for licensure.

Your social security number (SSN) is required for licensure under the authority granted by and pursuant to New Hampshire Statute, RSA 161-B:11, VI-a: The social security number of any applicant for a professional license, commercial driver's license, occupational license, or marriage license shall be recorded on the application, provided that if the use of a number other than the social security number is allowed, the applicant shall be so advised. Any application required by this section to contain a social security number shall be confidential and not subject to the right to know law. The use of such number shall be limited to proceedings or actions to establish paternity or to establish or enforce support and shall only be provided to or entered in any out-of-state or federal data base for those cases for which the department is providing services.

3. Do I need to submit a Credentials Evaluation Service (CES) report to apply?

You must provide a certificate stating you passed an examination from a credentials evaluation service that is endorsed by the National Council of State Boards of Nursing (NCSBN).

4. Does New Hampshire require English Language testing?

Schooling in any language other than English, requires applicants to take and pass a English Proficiency exam according to grades set by New Hampshire's standards. If schooling was done in the English language with English textbooks, it is not required to take an English Proficiency Exam to apply. See Required Score chart.

	OPTION 1			OPTION 2			OPTION 3		OPTION 4
	(TOEFL) Test of English as a Foreign Language	(TWE) Test of Written English	(TSE) Test of Spoken English	(TOEIC) Test of English for International Communication	TWE	TSE	(IELTS) International English Language Testing Service	IELTS Spoken Band	TOEFL Ibt Total & Speaking Section
REGISTERED NURSE (RN)	207 (computerized) 540 (paper/pencil)	4.0	50	725	4.0	50	6.5 (Academic module)	7.0	83/26
PRACTICAL NURSE (LPN)	197 (computerized) 530 (paper/pencil)	4.0	50	700	4.0	50	6.0 (General module)	7.0	79/26

5. What if I have previously failed an NCLEX exam?

You may apply or reapply to take the NCLEX until you have collectively taken the NCLEX 5 times within a 3 year period. New Hampshire allows an applicant to test a maximum total of 5 times *regardless of where the exam was taken*.

6. Does the state of NH require a criminal background check?

All LPNs and RNs applying for original licensure in the State of NH are required to complete the FBI finger printing and criminal background check process. Results are valid up to 6 months. Refer to the link for additional information:

<http://www.nh.gov/nursing/enforcement/obtain-criminal-background-check.htm>

7. Where do I find the application?

Printable application packets can be obtained on the New Hampshire Board of Nursing Website under Forms and Publications, which will include the instructions, explanation of requirements and documents required for submission.

8. I have a license in another country but have no work experience, am I qualified to apply in New Hampshire?

Foreign educated Exam applicants are not be eligible to apply in NH without work experience.

9. I have not worked since I left my previous country. Am I qualified to apply in NH?

Applicants are required to supply proof of employment in nursing. An official letter from the Employer needs to be sent directly to the board office. The letter should include dates worked, total hours and a description of job responsibilities – 400 hours in the past four years is required.

10. I have not been licensed in my original country of education or any other country. Am I qualified to apply in NH?

If you have never been licensed in a previous country, you are not eligible.

11. How long does it take to process my application?

Processing time varies depending on how quickly all the elements of an application come together.

An applicant is allowed a maximum of 180 days to complete the process from the date the application is received at the board office. Any applications not complete within 180 days, are considered expired and will be removed from our system.

12. Who can I contact about my application?

Questions about the application process or status can be emailed to: board.questions@nh.gov.

13. How do I know if the NH Board of Nursing has received the information that was requested for my file?

Applicants are expected to read instructions carefully and are responsible to submit all requirements within the allowed time frame. You may inquire about a submitted application status by email board.questions@nh.gov and someone from the office will respond accordingly.

14. How can I pay for my application fee?

Cash, check, money order, or credit card (MasterCard, Visa and Discover) is accepted. The payment must be in United States funds from a bank with a United States affiliate and is non-refundable. Payment must be paid and is processed at the time an application is submitted to the office.

15. If my application is denied, will I get my money back?

All fees are non-refundable. It is suggested to email the Board at board.questions@nh.gov with any unanswered questions before submitting your application.

16. How can I check my license application status?

Applicants use the “On-line Verification & Nursing Assistant Registry” listed under **Quick Links** on our home page: nh.gov/nursing to access application status.

Select the profession, then enter your first & last name. Do not enter a SSN. Hit Search. Once your name appears it will show one of three statuses:

- **Pending**- indicates the test results are still be processed.
- **Withdrawn**- indicates the applicant was not successful in passing the exam.
- **8 digit number ending in - 21 or - 22** – this indicates the applicant passed the exam and is now licensed as a nurse. *Click on the name and the license details will appear. You will want to print this screen for your records. NOTE: You will not receive a paper license.*

17. What happens when my application is complete and I’ve been approved to take the NCLEX examination?

You must pre-register with Pearson Vue to take the NCLEX at <https://portal.ncsbn.org/> at the same time you submit an application to the Board. Once your application is complete with the NH Board of Nursing, Pearson VUE will send you an *Authorization To Test (ATT)* by email to schedule your test date.

18. What is an ATT?

Pearson VUE will send you an *Authorization To Test (ATT)* and you are required to respond to the email in order to schedule your exam. *NOTE: The name with which you register with Pearson VUE will need to match name on your photo ID and ATT exactly or you will be turned away at the testing center and will not be allowed to test until the correction is made.*

19. What should I do if there is something inaccurate with my ATT?

Contact the NH Board of Nursing by sending an email to: board.questions@nh.gov requesting the correction.

20. How long is my ATT valid for?

Once an ATT is issued, it is valid for 6 months. *NOTE: Applicants must test within the 180 day (6 months) time frame from the day your application was received at the NH Board of Nursing regardless of when the ATT was issued.*

21. How do I access my license information after I’ve taken the NCLEX?

Applicants use the “On-line Verification & Nursing Assistant Registry” listed under **Quick Links** on our home page: nh.gov/nursing to access your application status or license information.

Select the profession, plus your first & last name. Do not enter a SSN. Hit Search. Once your name appears it will show one of three statuses:

- **Pending**- indicates the test results are still be processed.
- **Withdrawn**- indicates the applicant was not successful in passing the exam.
- **8 digit number ending in - 21 or - 22** – this indicates the applicant passed the exam and is now licensed as a nurse. *Click on the name and the license details will appear. You will want to print this screen for your records. NOTE: You will not receive a paper license.*

22. What happens if the applicant fails to successfully pass the NCLEX exam?

The applicant can choose to reapply and test again. If a temporary license was issued it is now void.

Applicant may apply or reapply to take the NCLEX until they have collectively taken the NCLEX 5 times within a 3 year period.

Applicants must complete the following steps to retest:

- Register again with Pearson VUE and pay the \$200 fee.
- Submit a new 2 page application (& fee) with a Declaration of Primary State of Residency form and a copy of your Driver’s license (4 pieces of paper total).
- Repeat the Criminal Background check and fingerprinting process *only if it has been 6 months or more since the last complete criminal background check.*

23. When do I need to renew my license once it’s issued?

Licenses cannot surpass 2 birthdays and will expire on midnight on your second birthday from the date the license was issued. For the first renewal, you will most likely need to renew your license before our standard 2 year period. After the first renewal, licenses are required to be renewed no later than midnight on your birthday every 2 years. It is suggested to complete the renewal process about 4 to 6 weeks in advance of your birthday to avoid any last minute problems that might-cause additional fees and/or fines.

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